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ABSTRACT

Local records held by units with the County and City of Albany, New York, are identified and listed, as well as information about the availability of documents to the public, departmental fees, and the presence of photocopying equipment. The records consist of a wide variety of documents which contain information pertinent to the particular holding unit, and include items such as budget and payroll records, minutes of meetings, environmental and historical files, and many other kinds of documents. The guide is arranged first by the larger governing unit--the county, the city, the Capital District area, and towns and villages. These are then broken down alphabetically by department or agency, and the types of documents available are also listed alphabetically by department or agency. A glossary of terms related to the documents is included as well as an index to the guide. Organizational charts for the county and city governments are provided in the appendix. (BK)

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ALBANY, NEW YORK:

A GUIDE TO SELECTED LOCAL RECORDS

School of Library and Information Science

State University of New York at Albany

1981

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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The history of Albany County as a distinct political entity dates back to 1683, when the British created it as one of twelve counties in colonial New York. Montgomery, Washington, Columbia, Rensselaer, Saratoga, Schoharie, Greene, and Schenectady counties were eventually carved away from Albany's original territory, leaving the county with its present boundaries.

The City of Albany was established as a municipality in 1686 by British governor Thomas Dongan. The "Dongan Charter," in addition to settling a jurisdictional dispute, provided for Albany's first mayor, clerk, sheriff, and other officials.

After the Town of Watervliet was established in 1788, the towns of Rensselaerville(1790), Coeymans(1791), Bethlehem(1793), Berne(1795), Guilderland(1803), Westerlo(1815), Knox(1822), New Scotland(1832), Colonie(1895), and Green Island(1896) were formed to represent local interests. Following the incorporation of the City of Cohoes in 1869, the villages of Green Island(1869), Voorheesville(1899), Ravena(1914), Colonie(1921), and Menands(1924) brought further subdivisions of authority within Albany County.

This Guide attempts to identify selected local records held by units within the County and City of Albany. Where possible, significant records of towns and incorporated cities within the boundaries of Albany County have been included, as well as records of regional organizations associated with the Capital District area.

The Guide was compiled and edited by students participating in a graduate seminar on municipal documents offered at the School of Library and Information Science, State University of New York at Albany, during the spring semester of 1980. Those involved in the project were:

Ellen R. Breslin
Charles Greenberg
Cynthia A. LaPier
Joe Morehead (Faculty Advisor)
Walt Noiseux
Elizabeth Anne Tillapaugh

Within the limitations imposed by the academic calendar, every effort was made to compile as much information as possible. While the lists of records are not meant to be exhaustive inventories, they do represent the full range of records maintained by the individual departments, offices, and agencies. Many governmental entities maintain no comprehensive list of the records available in their offices. The information they provided for this Guide reflect what they consider to be the most significant records available for public inspection.

The group would like to express appreciation to all the persons in the agencies and institutions who gave generously of their time and knowledge to make the project possible.

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DEPARTMENT FOR AGING
600 Broadway
Albany, N.Y. 12207
(518) 445-7511
Richard D. Healy, Commissioner
9:00-4:00 Monday-Friday

Records:

- Applications for funding
- Area plan of the agency operation of Titles III and VII
- Assessment reports of third party contract operations
- Audits of contract fiscal operations
- Budgets of third party contractors and agency
- Contracts with third party contractors
- Correspondence concerning agency operation
- Employee time records, including Title IX and Senior Community Service Project enrollees
- Fiscal records of all agency operations: CDTA- half fare participant file; Discount program- participant file; requisition and purchase records
- Personnel records: agency personnel, employment project personnel, and job applications
- Policies and procedures governing the direction and operation of federal, state, and municipally funded operations of the agency
- Reports- operation of all third party contracts
- Reports submitted to the New York State Office for the Aging and others, monthly, quarterly, and periodic

ALBANY COUNTY AIRPORT
Albany, N.Y. 12211
(518) 869-5312
J. J. Masko, Director
6:30 a.m.-9:00 p.m. Monday-Friday

All requests for information are processed through the County Attorney's office.

Records:
- Contracts
- Leases
- Payment records
- Personnel records
- Receipts

ALBANY COUNTY NURSING HOME
Albany-Shaker Road
Albany, N.Y. 12211
(518) 869-2231
Edwin J. Gardner, Director
8:30-4:00 Tuesday, Thursday, and Friday

Records:

- Activities Department
  - Patient records
  - Personnel records
  - In-service education records
  - Monthly reports
- Administration
  - Minutes- Discharge Planning meetings
  - Utilization review- policies, procedures, plans, minutes
  - Legal matter
  - Budgets
  - Department head meeting minutes
  - Advisory committee board minutes
  - Medical staff meeting minutes
  - Contracts
  - Professional License file
  - Management analyst reports
  - Department reports- monthly and annual
  - Pharmacy file
- Boiler room records
- Business office
  - Cost reports- federal and state
  - payroll reports
  - Budgets
  - Purchasing and billing records
  - Patient incidental account records
  - Financial and statistical reports
- Clinic services
  - Service policies and proceedures
  - Disaster plan
- Dietary records
- Housekeeping records
- Laundry records
- Maintenance records
- Medical records- clerk records and statistical reports
- Nursing services records
- Occupational therapy records
- Personnel records
- Pharmacy records
- Physical therapy records
- Radiology records
- Security records
- Social services records
- Staff development records

ANN LEE HOME
Albany-Shaker Road
Albany, N.Y. 12211
(518) 869-5331
Edwin J. Gardner, Administrator
8:30-12:00 Monday and Wednesday

Mr. Gardner can be contacted at the Albany County Nursing home (see pg. 3) on Tuesday, Thursday, or Friday.

Records:

- Activities department
  - Monthly, quarterly, and annual reports
  - Resident status sheets
  - Vertical files
  - Personnel records
  - Charts of discharged, transferred, or deceased residents
- Administration
  - Advisory committee minutes
  - Contracts and budgets
  - Department head minutes
  - Employee records
  - Picnic records (Ann Lee Annual Picnic)
  - Resident council meeting records
  - Youth incentive program records
- Business records
  - Payroll
  - Expenses
  - Patient accounts
- Dietary records
- Health services- nursing records
- Housekeeping records
- Laundry records
- Patient/resident services records
- Personnel records
- Physical therapy records
- Purchasing records
- Security records
- Social services records
- Storeroom records

ALBANY COUNTY ATTORNEY'S OFFICE
Room 271 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7603
Mr. Robert G. Lyman, County Attorney
9:00-4:00 Monday-Friday

Some of the material in the County Attorney's office is considered confidential and is not available for public inspection.

Records:

All materials relevant to civil litigation against the County of Albany, its officers, and its employees.

All materials relevant to legislation of the Albany County Legislature.

BOARD OF ELECTIONS
Room 38 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7591
Mr. Daun
9:00-4:00 Monday-Friday

This collection is open to the public, and duplicating facilities are available at 25¢ per page. Note that this collection also includes information for the cities, towns, and villages in the County of Albany.

Records:

- Election results (yearly)
- Minutes of the election commissioner's monthly meetings
- Polling locations
- Political financial statements
- Political party tabulated statements (yearly)
- Voter enrollment forms- active and inactive
- Voter registration forms- active and inactive

SUPERINTENDENT OF BUILDINGS
Room 68 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7708
Sylvester R. Coppolino, Superintendent of Buildings
9:00-5:00 Monday-Friday

Records:

- Budgets for departments 35 & 36; budget items: 1620.1, 1620.2, 1620.4, 1621.1, 1621.2, and 1621.4
- Contractual and equipment records
  - Claim voucher records
  - Monthly reports on expenditures submitted to the County Legislature
  - Purchase order records
  - Records of delivery of goods and materials
  - Records on contractual bids for services and materials rendered
  - Requisition records
- Personnel records
  - Application forms
  - Control cards with pertinent pay information updated on each individual employee
  - County rules and regulations records; also County Legislature resolutions
  - Federal Equal Employment Opportunity reports, submitted on a yearly basis
  - Monthly reports on health insurance enrollees
  - Pay journals
  - Personnel employee master records; includes personnel file on each individual employee of this department
  - Report of personnel change
  - Time and attendance records
- Visitor register records (recorded on a daily basis)

OFFICE OF CORONERS
Room 271 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7604
Ms. Barbara Cavanaugh
9:00-2:00 Monday-Friday

This office will supply information only to those persons who are next of kin to the deceased. If the request comes from other parties, it is necessary to file a court order to gain the information. Copies of reports are available at no charge.

Records:

- Coroner's reports
- Investigative reports- deaths, murders, etc.
- Pathologist's reports
- Physician's reports

ALBANY COUNTY AND MUNICIPAL CIVIL SERVICE COMMISSIONS
Room 217
488 Broadway
Albany, N.Y. 12207
(518) 462-8511
William R. Crotty, Secretary
9:00-4:00 Monday-Friday

The Municipal Civil Service Commission functions as a division of the Albany County Civil Service Commission. Mr. Crotty is secretary to both the County and Municipal Commissions. The types of records maintained by the Municipal office are identical to those handled by the County.

The Commissions, in accordance with the Freedom of Information Law, will provide records of public interest upon written request. A 25¢ per page duplicating fee is levied for copies of materials. The records below are divided into those available for public inspection and those considered confidential.

Records: (a) Open to public inspection

Announcements of all examinations
Blank applications
Commission minutes
Correspondence sent or received, concerning official business and of a non-personal nature
Eligible lists established by the Commission
Official forms of the Commission
Resolutions approved or disapproved by the Commission
Roster cards on file with the Commission (except law enforcement officers on cards)

(b) Not open for public inspection or copying

Examination questions and/or answers
Filed applications, except to the applicant himself
Lists of applications where the applicant failed to attain a passing grade on an examination
Personal records of applicants

OFFICE OF THE COMPTROLLER
Room 109 and Room 403 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7611 or 445-7587
Edward T. Stack
9:00-4:00 Monday-Friday

Most requests for information are easily filled by contacting this office. Duplicating facilities are available.

Records:

- Balance sheets per fund
- Bank reconciliations per fund
- Budget ledger cards per fund and debt
- Cancelled checks per fund
- County debt service information
- County funds- ledgers pertaining to
- Daily cash receipts and disbursement sheets
- Financial statements
- Paid abstracts per fund
- Vendor files detailing payments

COOPERATIVE EXTENSION ASSOCIATION OF ALBANY COUNTY
Martin Road
Voorheesville, N.Y. 12186
(518) 765-3635
John Walker, County Director
9:00-5:00 Monday-Friday

A fee of 25¢ per page is collected for photocopies. Oral and written requests will be accepted; however, a form must be completed for access to association records.

Records:

- Affirmative action compliance review
- Agricultural program area records
- Annual meeting records
- Budgets and financial plans
- Communications training records
- Community resource development records
- Contracts
- Correspondence
- Financial reports
- 4-H program reports
- 4-H youth development records
- Glossary and orientation records
- Home economics program area records
- Payroll records
- Personnel records
- Regional vegetable program records
- Summer help youth bureau records
- Urban program records

COUNTY CLERK
Room 128 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7642
Ms. Marie Diello
9:00-4:00 Monday-Friday

The information held here is open to the public, except certain court information. This office also acts as the base for the Public Information Officer for the County of Albany; many information requests for the departments and bureaus of the County must pass through this office for approval. This office publishes Legislative Highlights, an annual which is sent to attorneys.

At the present time the County Clerk has many records pertaining to the history of Albany County. A Guide to the Historical Records in the Office of the County Clerk has been published and is available from this office.

The County Clerk is also responsible for an Index Department which maintains an index of deeds, mortgages, judgements, federal tax liens, and court proceedings, arranged by plaintiff, corporation, and business names.

The following is a partial listing of those documents held by the County Clerk.

Records:

- Assumed business names
- Bookkeeping records
- Building loans
- Censuses
- Certain case records- criminal, divorce, foreclosures, etc.
- Commissioner of Deeds records
- Corporations chartered
- County court records
- Licenses- marriage, hunting, fishing, trapping, and dog
- Marriage records
- Notary Public
- Oaths of office
- Passport records and naturalization applications
- Personnel records
- Pistol permit records
- Power of attorney
- Property records- deeds, judgements, liens, maps, mortgages, satisfactions, and transcripts
- Prostitution- records of conviction
- Register of hotel names
- Supreme Court records
- Universal commercial codes
- Veterans discharge records
- Warrants

COUNTY EXECUTIVE
Room 201 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7701
James J. Coyne, Albany County Executive
8:30-4:30 Monday-Friday

Because of Mr. Coyne's pressing schedule, it is suggested you contact Mathew Staccone or Sharon Caplan, two members of the County Executive's office, for answers to inquiries. Most of the collection is available for public inspection, with the exception of those records marked confidential. Questions concerning the County Motor Pool be directed to the telephone no. listed above. Photocopies are available.

Records:

- Annual reports
- Comprehensive personnel and management project studies, including data and reports
- Correspondence files (confidential)
- County budget compilation materials (confidential)
- County Motor Pool records
- Economic Development Plan(EDP)- research materials and related information
- Equipment and contractual records and accounts
- Payroll records
- Personnel records

OFFICE OF THE DISTRICT ATTORNEY
Room 281 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7555
Sol Greenberg, District Attorney
9:00-4:00 Monday-Friday

The position of the District Attorney's office is that they are unable to open their records to public inspection. This position is based upon attorney-client privilege and Section 87(2)(b) of the Public Officers Law. That section of the law prohibits dissemination of information that may tend to cause an unwarranted invasion of personal privacy. It also denies access to records or portions of records compiled for law enforcement purposes.

Certain items relating to the operations of the District Attorney's office are on file with other County or local offices. Indictments and the ultimate dispositions of indictments are filed with the Clerk of the County and Supreme Court. Police blotters and records of arrest are maintained by each local police agency. Motions which are not held "in camera" and court orders are filed with the respective Clerk's office of each court within the county where such motions are instituted.

OFFICE OF EMPLOYEE RELATIONS
Room 71 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7551
Terrence E. McArdle, Director
9:00-4:00 Monday-Friday

Records:

- Albany County rules and regulations for non-union employees
- All union contracts for the County of Albany
- Continuing Education Program records for the County of Albany
- Grievances filed by employees, regarding the County of Albany

EMPLOYMENT AND TRAINING
488 Broadway
Albany, N.Y. 12207
(518) 445-7471
Michael Malone, Commissioner
9:00-4:00 Monday-Friday

Records:

- Advisory Council records
- Agency information and agreements
- Applications
- B/C and B/S book
- Federally required reports
- Funding requests
- Guidelines (federal)
- Insurance data, B/C and B/S, etc.
- Monthly reports of Title I, II and IV
- Payroll records
- Plans/agreements, including budgets for all titles
- Regulations/legislation
- Statistical material
- Training and employment results, and evaluations for participants

ALBANY COUNTY ENVIRONMENTAL COUNCIL
Ferry and Green Streets
Albany, N.Y. 12201
(518) 445-7850
William J. Clarke, Director
9:00-4:00 Monday-Friday

All information is available upon request. A more detailed subject finding list is also available.

Records:

- Adirondack Park Agency materials
- Agricultural districting records
- Air photographs
- Air quality records
- Ann Lee Pond records
- Annual reports
- Aquifer records
- Bikeway listings
- Citizens for Protecting the Hudson Valley records
- Citizens to Preserve the Hudson Valley records
- Conservation councils' reports
- DEC reports
- Environmental analysis records
- Environmental impact files
- Environmental planning for Albany County
- Federal, state, municipal, and local laws and ordinances pertaining to the environment
- Finance records
- Four County Recycling records
- Hazardous materials records
- Hudson River information
- Mandates
- Maps
- Nature conservation records
- Nuclear energy information
- Pesticides
- Pine Bush records
- Project review file
- Quarterly reports
- Remote sensing records
- Resource recovery records
- Section 208 files
- SEQR environmental assessment
- Street trees information
- SUNYA land use cover records
- Topographic maps
- Transfer of development rights records
- Transmission rights of way records
- Waste oil recycling records
- Water records
- Work program records

FAMILY COURT
Pine and Lodge Streets
Albany, N.Y. 12207
(518) 445-7662
Mary A. Grimshaw, Clerk of the Court
8:30-4:30 Monday-Friday

Court records are confidential and open only to an attorney or social worker involved in a case. Most records date back to the early 1940s when the court was a Children's Court. In September, 1962, the name was changed to the Family Court. In 1977, the court came under the jurisdiction of the state Office of Court Administration.

Records:

- Annual reports- for the past ten years
- Daily reports, compiled into a weekly report of the Court's proceedings. A copy is forwarded to the Office of Court Administration.
- Index- by names and years; Custody, visitation, and juvenile cases are grouped separately.
- Records of proceedings:
  - Adoption
  - Custody
  - Family offense
  - Guardianship
  - Juvenile
  - Paternity
  - Support
  - Visitation

DEPARTMENT OF FINANCE
Room 106 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7689
Mr. Peter Smith
9:00-4:00 Monday-Friday

Some court and trust fund information and health insurance records are confidential. No charge for a small number of photocopies.

Records:

- Cash disbursements
  - Copies of paid abstracts with claim numbers (all agencies)
  - Copies of paid vouchers (Finance)
  - Daily disbursement tapes
  - Log of number of checks signed daily
- Cash receipt records- Airport, Real Property Tax Service Agency, Jail, Clerk's Fees, etc.
- Court and trust fund records
  - Abandoned property
  - Passbooks and receipts
  - Past and pending actions, liens, etc.
  - Yearly reports
- Health insurance records
  - Applications for enrollment
  - Applications for claims- past and present
  - Certificates of eligibility- Blue Cross/Blue Shield
  - Current enrollees- active and retired
  - Declinations for enrollment
  - Medicare premium reimbursement file
  - Monthly reports
- Payroll records
  - Employees' records
  - Federal income tax
  - Garnishees and levies
  - Money held in trust for deductions
  - New York State employees' retirement
  - Savings bonds
  - Social Security reports
  - State income tax
  - Union membership
  - Weekly payroll listings
- Tax records

Albany city school tax sale book	1971-1977
Albany city tax sale book	1924-present
Town assessment rolls	1943-present
Town sale book	1907-present

FIRE COORDINATOR
Public Safety Building
Morton Ave. and Broad St.
Albany, N.Y. 12202
(518) 462-8553
William F. Campion, Coordinator
9:00-4:00 Monday-Friday

Records:

- Inventory of fire equipment, ambulance, and specialized equipment
- List of all county fire chiefs and assistant chiefs, including addresses and phone numbers
- List of emergency phone numbers of all county fire departments
- List of fire houses, their addresses, and a county map marked accordingly

ALBANY COUNTY HEALTH DEPARTMENT
Ferry and Green Streets
Albany, N.Y. 12201
(518) 445-7815
Dr. John J. Lyons, Commissioner
9:00-4:00 Monday-Friday

Records:

- Business office records
- Clinic records
- Commissioner's office records
  - Correspondence
  - Minutes of Board of Health and Legislative Public Health meetings
- Communicable disease records
- Deputy Commissioner files
- Environmental health services reports
- Health information referral records
- Home Health Agency records
- Methadone Maintenance Program records
- Tuberculosis- social case work records
- Venereal disease- investigative unit records
- Vital statistics
- X-ray records

LEGISLATURE
Room 274 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7696
Mr. Paul T. Devane
9:00-4:00 Monday-Friday

The information in this office is open for inspection; however, the Department denies access to employee personnel records which would constitute an unwarranted invasion of privacy. There is no photocopying available in this office.

Records:

- Budget records
  - Annual estimates of revenues and expenditures for inclusion in the budget
  - Budget message included in the annual budget
  - Documents relating to the review of budget estimates
  - Monthly departmental budget statements
  - Tentative budget documents
- General records
  - Claims for payment
  - File copies of correspondence
  - List of legislators
  - Purchase requests
- Inventory records
  - Charge backs
  - Supply requisitions
- Journal records
  - Annual reports of various departments
  - Committee reports and communications
  - County Legislature proceedings
  - Local laws and home rule requests
  - Notices of public hearings with affidavits of publication
- Miscellaneous records
  - Albany City Record
  - City and town directories for Albany County
- Payroll records
  - Appointments by the County Executive
  - Employee personnel or payroll changes
  - Employee withholding certificates
  - Employer's liability insurance policy
  - Hospitalization and retirement lists
  - Payroll, with records of assignments, attachments, and garnishments

MENTAL HEALTH BOARD
Room 221
175 Green Street
Albany, N.Y. 12202
(518) 445-7871
Dr. Walter Osinsky
9:00-4:00 Monday-Friday

Information concerning services or counseling can be obtained by calling this office(an operator is on duty to forward your call to the proper persons). The Youthful Drug Abuse Clinic is affiliated with this office but has its own telephone number: 445-7888. Photocopying is available.

Records:

- Confidential records
  - Case folders of patients/clients
  - Personnel folders- personal data, time sheets, etc.
- Mental Health Board records
  - Annual report
  - Individual contract agency holders, including current contract and disbursement records
  - Minutes of Mental Health Board meetings
  - Names of Board members, including addresses and phone numbers
- Mental Health Clinic records
  - Checking account statements
  - Daily cash receipts ledger
  - Daily census of patients/clients served
  - Daily sign-in and sign-out ledgers
  - Furniture and equipment inventory
  - Incident reports I
  - Individual account cards of all patients/clients
  - Monthly statistical reports- patients seen, patient visits, cases opened, cases closed, etc.
  - Payroll records
  - Personnel records- titles, civil service status, etc.
- Quarterly State Aid claims
  - Record of deposits
  - Records of expenditures

OFFICE OF NATURAL DISASTER AND CIVIL DEFENSE
Public Safety Building
Morton Ave. and Broad St.
Albany, N.Y. 12202
(518) 462-8553
John M. Signer, Director
9:00-4:00 Monday-Friday

The Office of Natural Disaster and Civil Defense is primarily concerned with coordinating emergency efforts and maintaining a readiness posture for potential disasters of any form. Persons interested in the office's records and documents should contact Mr. Signer, who maintains a personal wealth of information.

Records:

- Annual Civil Preparedness budget
- Civil Air Patrol papers
- Civil defense annexes and appendices
- Civil Preparedness Program papers
- Emergency operations plans- communication, medical evacuation, etc.
- Files on excess and surplus property
- Payroll files
- Personnel files
- Records of towns and cities of Albany County
- Resources pertaining to training courses, seminars, workshops, and lectures which the office organizes or sponsors
- Shelter system plans
- State and federal reimbursement applications
- Volunteer staff lists

PLANNING BOARD
891 Watervliet-Shaker Rd.
Colonie, N.Y. 12211
(518) 445-7964
Lawrence Smith, Director
7:45-4:30 Monday-Thursday

Records:

- Albany County Planning Board functional work areas and programs
  - Environmental and natural resources records
  - Energy conservation materials
  - Housing and community development records
  - Land use records
  - Public health records
  - Recreation records
  - Transportation records
- Capital District Regional Planning Commission
  - Commission meeting minutes
  - Regional Development Plan
  - Technical Advisory Committee records
- Capital District Transportation Committee
  - Albany County Transportation Project records
  - Parking plans
  - Public transit records
  - Reconditioning and preservation project records
  - Road, street, and bikeway records
  - Structural organization records
  - Transportation Improvement Program records
  - Unified planning work programs
- County inter-governmental coordination and participation records
- General office administration
  - Budget records
  - Employee records
- General planning administration
  - Contracts
  - County Project Review System records
  - Monthly meeting records
  - Municipal zoning and subdivision referrals
  - Overall program design records
- Municipal projects and assistance records
- Public and private services and assistance
  - Cartographic services
  - Information distribution
  - Plan, program, and project review service
  - Public education, involvement, and workshops
  - Report preparation
  - Research

PROBATION DEPARTMENT
Room 71 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7626
Charlotte O. Gray, Director
9:00-5:00 Monday-Friday, 9:00-7:00 Thursday

Some records may be confidential and not open to the public.

Records:

- Accounting records
- Adult and juvenile investigation samples
- Budget and state aid information
- Client files- adult and juvenile probationers
- Correspondence- 1861+
- County Charter Report
- County Legislature resolutions concerning probation
- DP-30 (state reports)
- Manual of goals and standards- Division of Probation
- Minutes of supervisory and administrative meetings
- Monthly reports
- PAR report on Albany County- 1975
- Payroll records
- Probation News
- Probation seminars and correspondence
- Records of expenditures
- State rules and regulations
- Volunteer Newsletter

PUBLIC DEFENDER
112 State Street
Albany, N.Y. 12210
(518) 445-7533
Douglas P. Rutnik
9:00-4:00 Monday-Friday

The Public Defender represents indigent persons or those who are financially unable to provide their own legal counsel. Persons who need legal aid must contact this office and complete a statement and form to determine eligibility due to financial distress. If a person is incarcerated, the court will help to arrange this process. Files are open for review only to the defendant.

Records:

- Active client files
- Active personnel files
- Closed client files- 1966+
- Closed personnel files

DEPARTMENT OF PUBLIC WORKS
Route 85A
Voorheesville, N.Y. 12186
(518) 765-2317
Amos E. Hallenbeck
8:30-3:30 Monday-Friday

Records:

- Equipment registrations
- Inventory of all bridges
- Ledgers- payroll and purchasing
- Machinery rental records
- Mileage of all roads
- Permits
- Personnel records
- Requisition records
- Vehicle and compensation accident records
- Vehicle inspection records
- Vehicle maintenance records
- Vouchers

PURCHASING DEPARTMENT
Room 91 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7721
Mr. J. Ebel Campion
9:00-4:00 Monday-Friday

Copies are available at no charge.

Records:

- Budget records
- Contractual and equipment records
  - Claim vouchers
  - List of bidders, both monthly and annually
  - Master sheet of bid awards in effect:
    - Baked goods
    - Butter
    - Canned goods
    - Cheese
    - Clothing
    - Coffee
    - Eggs
    - Fresh meat and poultry
    - Fresh produce
    - Groceries
    - Ice cream
    - Margarine
    - Milk
    - Sugar
  - Price inquiries
  - Purchase order forms
  - Records of all bids submitted and awarded for the previous two years
  - Records of contractual bids for service and materials rendered
  - Records of materials and deliveries
  - Records of office supply stock
  - Records of supplies issued to all departments
  - Records of upcoming bids
  - Requisition forms
  - Waiver of immunity forms
- Personnel records
  - Control cards with pertinent pay information updated on each individual employee
  - County rules and regulations
  - Pay journals
  - Personnel master records on file, as well as files on each individual employee

RAPE CRISIS CENTER
Room 312
136 State Street
Albany, N.Y. 12207
(518) 445-7547 or 445-7548
Vicki S. Abinader, Director
9:00-5:00 Monday-Friday

Some records are available for public inspection and copying. All records containing confidential information are not available.

Records:

- Annual report
- Applications for Volunteer Crisis Counselor
- Case conference records
- Counseling contacts
- Counseling intake records
- Evaluation forms for Volunteer Crisis Counselor
- Grievance forms
- Monthly statistics
- Permission forms for release of information
- Permission forms to provide counseling services to a minor
- Professional counselor evaluation forms
- Rules and regulations

REAL PROPERTY TAX SERVICE AGENCY &
BUREAU OF TAX DELINQUENCIES
Room 410 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7621
John F. Lynch, Director
9:00-4:00 Monday-Friday

Some personnel information may be confidential.

Records:

- Appraisals of county-owned properties acquired for taxes
- Employee time sheets
- Ledger of accounts payable and accounts receivable
- "In rem" foreclosure proceedings against tax delinquent properties
- Payroll records
- Personnel files
- Public auctions- lists of property offered for sale, including back-up and advertising data
- Sales records, from private and public auctions, of county-owned properties
  - Data for each parcel sold includes:
    - Agreement to purchase
    - Appraisal of property
    - Copy of deed
    - Copy of tax record card
    - County Legislature resolution authorizing sale
    - Pertinent correspondence
- Tax delinquent record cards- cards indicate the history of delinquent taxes, both school and property, on properties in the City of Albany, City of Watervliet, and the towns of Albany County
- Title insurance- copies of policies purchased by the County of Albany, covering properties sold at auction for $2,000 or more

SEWER DISTRICT
P.O. Box 487
Albany, N.Y. 12204
(518) 447-1611
Charles DeFazio or William Greene
8:00-4:00 Monday-Friday

Persons requiring information on individual outlying septic tanks or on specific city sewers should either contact their County Health Department or the Commissioner of Public Works in each individual city. It is possible to obtain copies of documents; however, it is suggested that permission be granted by the County Clerk's office before doing so. The on-site location of this office is: Canal Road
Menands, N.Y. 12204

Records:

- Annual reports
- Audit and control records
- Bids- outgoing
- Billing to municipalities
- Budgets
- Capital District Planning Commission reports
- Chemicals- list of those purchased by the Sewer District for use
- Condemnation files
- Contracts and agreements
- Correspondence
- Federal and State aid applications
- Highway work permits
- Hudson River Interceptor records
- Incinerator records- installations for plants
- Insurance coverage records
- Minutes of meetings
- Monthly reports
- North Wastewater Treatment Plant data
- N.P.D.E.S. correspondence
- Patroons Creek construction site records
- Port Authority- Pier I renovation outfall sewer
- S.P.D.E.S. correspondence
- Safety programs
- Salary cost calculations
- Scavenger waste records
- Sewer Agency records
- South Wastewater Treatment Plant records
- Treatment plants- general information
- Waste paper reclamation records
- Waste treatment studies
- Wastewater treatment plants- general information

SHERIFF'S OFFICE
Room 79 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7515
Chief Michael DeVall
8:00-4:00 Monday-Friday

The civil and criminal files for the County of Albany are confidential. Information is considered for release when a party involved in an accident requests it. Questions about the information at this office should be made in person. No information will be released over the phone.

Records:

- Accident reports
- Administrative records
- Criminal investigation and arrest records
- Personnel records
- Records of custody, detention, and transportation of prisoners
- Service and enforcement of civil process records

COUNTY OF ALBANY

SOCIAL SERVICES
40 Howard Street
Albany, N.Y. 12207
(518) 471-5333
John J. Fahey, Commissioner
8:30-4:30 Monday-Friday

Case record information is confidential.

Records:

Agency policies effecting employee and administrative positions operating within the Social Services Law
Case records for all child welfare cases- foster care, adoptions, child abuse, Family Court cases, etc.
Case records for all public assistance, Medicaid, and food stamp cases
Claim records for State and Federal reimbursement
Computerized information regarding public assistance, Medicaid, and food stamp cases- active and closed
Contracts for outside services
Federal, State, and administrative directives involving agency operation
Legal records regarding agency business
Official authorization documents for public assistance, Medicaid, and food stamp payments
Payroll and personnel records of all agency employees
Purchase orders for maintenance of agency administration
Vendor payment records- landlords, physicians, pharmacies, hospitals, nursing homes, and health-related facilities

SOIL AND WATER CONSERVATION DISTRICT
R.D. #2
Voorheesville, N.Y. 12186
(518) 765-2813
Eugene Kellom, District Manager
8:00-4:30 Monday-Friday

Copies are available at 25¢ per page. Cooperators' and non-cooperators' folders are treated as confidential.

Records:

- Annual plan of operation
- Cash ledgers
- Cooperators' folders
- Minutes of meetings and proceedings
- Non-cooperators' folders
- Organizational policies
- Personnel records

SURROGATE'S COURT
Room 125 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7618
Any staff member can provide assistance
9:00-4:45 Monday-Friday

Surrogate's Court handles estates: probate of wills and administration, testimentary trusts, guardianships for infants and mentally disabled, adoptions, and wrongful death compromises. All records are open to the public, except adoption records, which are confidential. All holdings have appropriate indexes.

Records:

- Administrations 1794+
- Adoption records
- Guardianships 1916+
- Wills 1780+

TRAFFIC SAFETY BOARD
891 Watervliet-Shaker Road
Albany, N.Y. 12205
(518) 869-7957
Kevin P. Kirby, Executive Director
9:00-4:00 Monday-Friday

All of the information in this office is available through other agencies such as the Fininces Department of Albany County or the New York State Department of Motor Vehicles.

Records:

- Accident reports
- Annual reports
- Board actions
- Grants and billings
- Studies of salient topics and progress reports

VETERANS BUREAU
Room 214 Arcade Building
488 Broadway
Albany, N.Y. 12207
(518) 445-7727
Edward Clark
9:00-4:00 Monday-Friday

This Bureau is service-oriented towards the veterans of Albany County and their dependents. Information concerning help and benefits is available here.

Records:

- Burial and death records
- Discharge records- partial listings
- Supplemental assistance forms
- Veterans Administration forms of a service-oriented nature

YOUTH BUREAU
Room 512-513 Arcade Building
488 Broadway
Albany, N.Y. 12207
(518) 445-7528
Eileen Gannon, Edward Roche, or Ethel Henzel
9:00-4:00 Monday-Friday

The Bureau is a funding agency for the New York State Division for Youth in Albany County. It is a youth service and/or recreation coordinating office for the cities, towns, and villages in the county. Duplicating facilities are available but not usually necessary, because most information is available in a printed form from the office.

Records:

- Youth Bureau information
  - Annual report
  - Budget
  - Correspondence files (confidential)
  - Direct program services records
  - Family Court statistics
  - Foster care placements
  - Indirect services contracted for
  - Juvenile Aid Bureau statistics
  - Members listing
  - Municipal and county recreational programs listings
  - Municipal Youth Bureau listings
  - Personnel files
  - Program evaluations
  - School dropout rate statistics
  - Social services statistics
  - Youth Incentive Program records
  - Youth population data for Albany County
- New York State Association of New York State Youth Bureaus- New York State Division for Youth in Albany County
  - Annual report guidelines
  - Applications for Albany County municipal projects
  - Capital District Youth Council meeting reports
  - Correspondence reports
  - County comprehensive plan for youth
  - Model projects records
  - State aid applications for Albany County youth programs
  - State aid reimbursement claims

SEALER OF WEIGHTS AND MEASURES
Room 71 County Courthouse
Eagle and Columbia Streets
Albany, N.Y. 12207
(518) 445-7538
Kenneth A. Weafer
9:00-4:00 Monday-Friday

Records:
Copies of inspection reports on gas pumps, scales, milk tanks, truck scales, etc.
Correspondence and performance records

CITY ARTS OFFICE
409 Madison Avenue
Albany, N.Y. 12210
(518) 462-8711
Pat Devane, Director
9:00-4:00 Monday-Friday

The Arts Office is primarily a referral service for arts groups in the Capital District. There are no duplicating facilities available on the premises.

Records:
- Mailing lists
- Photo-documentations of murals and art objects
- Publicity records

ASSESSMENT AND TAXATION DEPARTMENT
Room 302
City Hall
Albany, N.Y. 12207
(518) 462-8658
Bruce J. McDonald, Commissioner of Assessment and Taxation
9:00-4:00 Monday-Friday

Duplicating facilities are not provided in the department office, but other City Hall facilities are available. Permission from the City Clerk is needed to remove records from the office.

Records:

Assessment rolls- by street address 1919-
Mapping of the City of Albany

AUDIT AND CONTROL DEPARTMENT
City Comptroller's Office
Room 111
City Hall
Albany, N.Y. 12207
(518) 462-8683
James A. Brunet, City Comptroller
9:00-4:00 Monday-Friday, minimal phone assistance available on Saturday, 9:00-12:00

Permission to view records held in the Comptroller's Office must customarily be obtained from Mr. Brunet or one of his deputy assistants.

Records:

- Central data processing
- Central reproduction
- Certain deeds
- City account ledgers
- Contracts
- Health insurance records
- Insurance records
- Paid vouchers
- Payroll records
- Personnel records
- Retirement records
- Various agreements

BOARD OF EDUCATION
Academy Park
Albany, N.Y. 12207
(518) 462-7200
Bruce M. Venter
9:00-4:00 Monday-Friday

Records:

- Agenda of School Board meetings
- Annual budgets
- Annual financial reports
- Bid contracts and specifications in accordance with state legislation
- Census reports
- Employment applications
- Insurance records for workmen's compensation
- Invoices, packing slips, and claims
- Lease agreements
- Minutes of the Board of Education
- Monthly Treasurer's report to the Board of Education
- Payroll records
- Public Employee Retirement Systems report
- Records applicable to Public Law 874
- Records applicable to the school lunch program
- School newspapers
- State aid work sheets
- State, federal, and certified independent audits
- Statistical reports
- Transportation bids and schedules

BUILDINGS DEPARTMENT
Room 303
City Hall
Albany, N.Y. 12207
(518) 462-8643
Floyd J. Plantz
9:00-4:00 Monday-Friday

This collection is available for inspection with the permission of the City Clerk. Duplication costs amount to 25¢ per page. Permit applications are accepted until 3:30 of any working day.

Records:

- Albany City Record
- Annual reports
- Budget
- Nuisance and structurally unsound building records 1940-
- Permits:
  - Building
  - Electrical
  - Plumbing
  - Multiple residence
- Petitions of vacant houses
- Plans for buildings to be constructed 1910-
- Property files
- Zoning maps for the city building codes 1971-

CITY CLERK
Room 202
City Hall
Albany, N.Y. 12207
(518) 462-8638
Honorable T. Garry Burns, City Clerk
9:00-4:00 Monday-Friday

The Clerk's office should respond to requests for copies of records within five working days. There is a 25¢ charge for each page provided; certified copies are $2.00 for the first copy and $1.00 for each additional copy.

Records:

- Albany City Charter
- Albany City Directory 1930-
- Albany City Record 1962-
- Bingo Licenses 1958-
- Bingo reports 1963-
- City budgets 1922-
- Coin-operated machine records 1978-
- Dog licenses 1928-
- Election district maps
- Lists of polling places
- Marriage licenses 1870-
- Mayor's message 1938-
- Police brutality reports
- Proceedings of the Board of Contract and Supply 1883-
- Proceedings of the Board of Estimate and Apportionment 1900-
- Proceedings of the Common Council 1858-
- Register of voters:
  - City of Albany 1918-1940
  - Towns of Cohoes and Watervliet 1912-1952
- Reports from city departments
- Various permits- guns, explosives, second-hand dealers, etc.

CITY COURT CLERK
Room 209
City Hall
Albany, N.Y. 12207
(518) 462-8550
Donald Porter
9:00-5:00 Monday-Friday

This collection is available for inspection with permission of the City Clerk. Duplicating costs are set at $1.00 per page. Small claims may be filed until 3:00 of any working day. Applications for pistol licenses may be obtained here if one is an Albany City resident.

Records:

- Index to City Court cases
- Index to summary proceedings
- Judgement docket
- Pistol license applications
- Small claims docket

CITY ENGINEER
Room 301
City Hall
Albany, N.Y. 12207
(518) 462-8685
Samuel Weiss
9:00-4:30 Monday-Friday

There is no charge for a "reasonable number" of photocopies requested.

Records:
- Albany City Record
- Albany directory
- Annual reports
- City and County maps
- Contract and supply records

CITY HISTORIAN
Albany Institute of History and Art
125 Washington Avenue
Albany, N.Y. 12210
(518) 463-4478
Norman Rice
10:00-4:45 Tuesday-Saturday, 2:00-5:00 Sunday

This office does not have any records, but it does have at its disposal the library of the Albany Institute. The library has copying facilities at 25¢ per page.

CITY PLANNER
Room A, Basement
City Hall
Albany, N.Y. 12207
(518) 462-8520
Sally Clayton, Administrative Assistant
9:00-4:00 Monday-Friday

Records:

- Barton-Aschman Downtown Circulation Study 1978
- City zoning ordinances
- Large scale Pine Bush property map ($5.00)
- Large scale zoning maps ($5.00)
- Minutes of the Capitol Hill Architectural Review Commission
- Minutes of the City Environmental Quality Review Board
- Recent plans submitted by developers
- Sanborn maps
- Union Station Study 1977

CITY TREASURER
Room 110
City Hall
Albany, N.Y. 12207
(518) 462-8622
Raymond Joyce, Treasurer
9:00-4:00 Monday-Friday, 9:00-12:00 Saturday

This office is responsible for the collection and disbursement of City funds and for the collection and maintenance of such records.

Records:

- Audit sheets for Parking Violations Bureau- unpaid obligations listed by plate number
- City real property tax roles
- City school district tax roles
- Records of special assessments- street improvements, water, sewer, etc.

CORPORATION COUNSEL
100 State Street
Albany, N.Y. 12207
(518) 462-8673
Vincent McArdle, Esq.
9:00-5:00 Monday-Friday

The Corporation Counsel is the attorney for the City of Albany and as such represents the City of Albany in all legal matters. Records of suits and claims-in-progress are not open to the public.

Records:

- Claims against the City of Albany
- Contracts with unions
- Laws and ordinances of the City of Albany, in the process of being systematically updated
- Suits against the City of Albany

BUREAU FOR HISTORICAL SERVICES
City Records Library
27 Western Avenue
Albany, N.Y. 12203
(518) 462-8585
Robert W. Arnold III
9:00-3:00 Monday-Friday

The Bureau for Historical Services is accessible and offers a limited amount of reference service in researching documents. No photocopying is available on the premises.

Records:

- Albany city enrollment of voters 1947-1969
- Albany County tax receipts 1861-1865
- Assessment rolls by ward 1846-1959
- Board of Contract and Apportionment, proceedings 1885-1899
- Board of Contract and Supply, proceedings 1900-1973
- Board of Education, proceedings 1902-1916, 1947-1960
- Board of Estimate and Apportionment, proceedings 1900-1972
- Board of Public Instruction: proceedings 1866-1901, minutes 1866-1881, Journal 1882-1889, expenditures 1882-1900, and exam papers 1880-1889
- Building permits 1923-1968
- Citizenship records 1895-1900
- City directories: Albany, Rensselaer 1859-1860, 1868-1975; Troy, Cohoes, Watervliet 1908-1931
- Cohoes enrollment of voters 1943-1969
- Common Council proceedings 1871-1973
- Common Council resolutions, laws, ordinances, and petitions 1840-1915
- Compliance and occupancy certificates 1944-1968
- Criminal registers 1821-1946
- Maps: Sanborn insurance maps 1892-1954, Hopkins atlas maps ca. 1876
- New York State legislative manuals 1840-1960
- Marriage certificates 1895-1900
- Official oaths 1885-1939
- Receipts for street improvements 1901-1917
- Session laws, New York State 1845-1976
- Water Department records 1850-1970
- Water rents by ward 1851-1964
- Watervliet enrollment of voters 1943-1969
- Surrogate's Court records, Albany County: instruments settling estates, guardianship orders, appointments, and general orders

DEPARTMENT OF HUMAN RESOURCES- PLANNING OFFICE
Fourth Floor
City Hall
Albany, N.Y. 12207
(518) 462-8566
Frank D. Andriano, Grants Manager, Planning Office, CETA
9:00-4:00 Monday-Friday

The Planning Office maintains and updates all federal regulations regarding CETA federal contracts and grants maintained on file, initiated, and updated. Mr. Andriano should be contacted for access to documents. Copying equipment is available at 25¢ per copy.

Records:

- CETA Act 1973
- CETA grants and supporting sub-contracts 1976-1980
- CETA legislature records
- Federal Register 1977-1979
- Federal status reports 1977-1980
- Program status summaries 1977-1980
- Quarterly summary participant characteristics 1977-1980
- Reauthorizations 1979

PARKS AND RECREATION BUREAU
7 Hoffman Avenue
Albany, N.Y. 12209
(518) 462-8681
Margaret Tierney, Administrative Assistant
9:00-4:00 Monday-Friday

Any information requests are preferred in writing, and although duplicating is possible, it is not encouraged. It should be noted that this office is responsible for the coordination of the City's many parks, swimming and wading pools, handball and tennis courts, skating rinks, ball fields, public baths, playgrounds, teen centers, and sports stadium. Any questions concerning these facilities should be directed to this office.

Records:

- Annual reports
- Maintenance records
- Park attendance figures
- Programming records
- Record of expenditures
- Repair records
- Scheduling of personnel and various activities
- Supply records
- Tree and shrubbery planting and maintenance records

POLICE COURT
Public Safety Building
Morton Ave. and Broad St.
Albany, N.Y. 12202
(518) 449-7109
Judge Thomas W. Keegan
8:30-4:00 Monday-Friday, variable hours on Saturday and Sunday

Permission to see public records must customarily be obtained from Judge Keegan. The court maintains its own duplicating facilities; charges for copies will vary. There is a minimum $1.00 charge for a certified copy.

Records:
Justice's criminal docket books- names, addresses, charges, traffic and criminal dispositions 1930s-

DEPARTMENT OF PUBLIC WORKS
Room 306
City Hall
Albany, N.Y. 12207
(518) 462-8633
Harry F. Miakles
9:00-4:00 Monday-Friday

This collection is available for inspection with the permission of the City Clerk; however, there are no duplicating facilities available. Applications for permits are accepted until 3:30 of any working day. Permits are filed by street.

Records:

- Airport records- blueprints and maps for buildings and runways 1935-1948
- Annual reports 1912-
- Bonds- builder's, carpenter's, plumber's 1910-
- Claims paid to the Department of Public Works 1968-
- Golf course records- cash books, ordering, player records 1973-
- Maps of water and sewer lines 1952-
- Permits:
  - Barricade
  - Driveway
  - Demolition 1921-1971
  - Erection of signs
  - Niagra Mohawk power lines
  - Sewer and water extension lines
  - Sidewalk 1921-
  - Street opening 1915-
  - Zoning 1964-1971
- Pertinent ordinances
- Scrap books of articles on the Department of Public Works 1901-1931

PURCHASE DEPARTMENT
Room 252M
City Hall
Albany, N.Y. 12207
(518) 462-8670
C. Duane B. Hensel, Purchasing Agent
9:00-4:00 Monday-Friday

In most cases permission to view purchasing records must be obtained from the City Clerk. City Hall duplicating facilities are available, though not in the Purchasing office.

Records:

- Auction records from surplus city equipment
- Commodity lists
- Departmental requisitions
- Purchase orders
- Quotations (informal)
- Vendor lists

BUREAU OF SANITATION
66 North Manning Blvd.
Albany, N.Y. 12206
(518) 462-8543
Harry F. Miakles
9:00-4:00 Monday-Friday

This collection is available for inspection with the permission of the City Clerk; however, there are no duplicating facilities available. Land fill licenses are issued at this office during working hours.

Records:

License applications for land fill operation
Maps of City trash removal circuits
Payroll books for the Bureau of Sanitation

BUREAU OF STREETS AND SEWERS
18 North Manning Blvd.
Albany, N.Y. 12206
(518) 462-8666
Harry F. Miakles
9:00-4:00 Monday-Friday

This collection is available for inspection with the permission of the City Clerk; however, there are no duplicating facilities available.

Records:

Maps of the current paths for the City's streets and sewers

Payroll records- golf, sewers, street cleaning, street maintenance, and garage

TRAFFIC COURT
Room 203
City Hall
Albany, N.Y. 12207
(518) 462-8625
Mary Jean Creed, Clerk
9:00-4:00 Monday-Friday

Duplicating facilities are available in the City Clerk's office.

Records:
Expenditure records
Traffic Court dockets

DEPARTMENT OF TRAFFIC ENGINEERING
526 Central Avenue
Albany, N.Y. 12206
(518) 438-6881
James A. Brunet II, Director
8:00-4:00 Monday-Friday

The Traffic Engineering Department maintains resources other than those listed below, but they are too numerous and varied to be enumerated at present. Copies of Motor Vehicle Accident Reports are $3.00 ($3.50 with certification). Computer-generated accident information may cost $10.00 or more for a copy, depending on the size and nature of the information.

Records:

- Computer-generated accident information
- Intersection and street engineering drawings
- Intersection sight distance measurements
- Intersection turning counts
- Motor Vehicle Accident Reports
- Parking regulation and regulatory sign ordinance authority forms
- Street and intersection condition diagrams
- Street peak-hour and 24-hour traffic volume counts

URBAN RENEWAL AGENCY
155 Washington Avenue
Albany, N.Y. 12210
(518) 462-8520
Kevin Millington
9:00-4:00 Monday-Friday

In addition to the holdings listed below, the Agency has an office library organized by subjects such as housing, zoning/development regulations, development plans, transportation/utilities, human/cultural/economic resources, census/statistical abstracts, information systems, historic preservation, and physical environment.

Records:

- Citizens Advisory Committee records
- Community Development Program documents
- Community Improvement Program documents
- HUD handbooks
- Relocation information
- Urban Renewal manuals and directories
- Urban Renewal Project documents

BUREAU OF VITAL STATISTICS
Room 154M
City Hall
Albany, N.Y. 12207
(518) 462-8635
Mrs. Flaherty
9:00-4:00 Monday-Friday

Birth or death records are available only to the person concerned, relatives, attorneys, or others with a right to know. Copies are available to these people for a fee of $2.00. Records for Albany County from 1880 are available from the New York State Health Department.

Records:
Birth and death records for the City of Albany from September, 1870.

DEPARTMENT OF WATER AND WATER SUPPLY
Quackenbush Square
Albany, N.Y. 12207
(518) 462-8661
David F. Bruno, Commissioner
8:30-3:30 Monday-Friday

The Department maintains its own duplicating facilities. Staff assistance is available for information requests.

Records:

- Billing and finance files
- Maps and blueprints of water mains and sewers
- Meter reading records
- Water and sewer rents

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
79 North Pearl Street
Albany, N.Y. 12207
(518) 474-7444
Joe Testo, Librarian
8:30-4:30 Monday-Friday

A complete list of CDRPC publications is available. The following may be of special interest:

A Guide to Planning Materials for the Capital District Region (1972)
Design of Regional Information System (RIS) (1976)
Map Based Data Resource Bibliography (1979)
User's Manual- CDRPC Library

There is also a quarterly publication, Publications Received and Maintained by CDRPC.

Photocopies are available at 10¢ a page.

Records:

CDRPC publications
Documents from surrounding cities and counties on local government, public finance, and parks and recreation.
Environmental documents
HUD publications
Reviews on employment
Selected periodicals and monographs
Statistics on the Capital District

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
110 Watervliet Avenue
Albany, N.Y. 12206
(518) 457-1102
Keith Barber, Public Information Officer
9:00-5:00 Monday-Friday

All records and meetings are open to the public. There are no duplicating facilities or borrowing privileges. Persons requesting information are asked to call in advance.

Records:
Annual reports
Minutes of bimonthly meetings and committee meetings

PORT OF ALBANY
Albany, N.Y. 12202
(518) 445-2599
Mr. Frank Dunham
9:00-4:00 Monday-Friday

Most information dates from the 1950s, although there are records dating from the 1920s. Tour information is available from Anne Barringer. Phone and mail queries are answered, and staff assistance is available for information requested in person.

Records:

- Annual report
- Financial report
- Notice of ships in harbor
- Ship arrival and departure times
- Ship tonnage and freight descriptions
- Site plans
- Tariff information

TOWN CLERK
Town of Berne
Berne, N.Y. 12023
(518) 872-1448
Patricia M. Favreau, Town Clerk
10:00-2:00 Tuesday, 10:00-2:00, 7:00-9:00 Thursday,
10:00-12:00 Saturday

All records concerning the Town of Berne are available to the public, except personnel records.

TOWN CLERK
445 Delaware Avenue
Delmar, N.Y. 12054
(518) 439-4955
Marion Camp, Town Clerk
8:30-4:30 Monday-Friday

Records:

- Agreements executed by the Town Board (with index)
- Assessment review applications and roll books
- Audit reports
- Bethlehem Sewer District: contracts, extensions documents, and general information
- Bicycle license records (with index)
- Bingo accounts
- Bond payment records (with index)
- Bookkeeping records
- Budget records
- Burial permits (since 1907)
- Decisions of Appeals Board concerning zoning variances
- Dog license records
- Election records
- Fire District records: annual reports and budgets
- Game license and games of chance records
- Highway equipment inventory reports (annual)
- Highway mileage reports (annual)
- Minutes of meetings: Appeals Board, Planning Board, and Town Board
- Oaths of office
- Ordinance books (since 1929)
- Peddler licenses
- Permits: electrical, telephone, and dumping fill
- Purchase contracts for all Town items: water, sewer, highway, etc.
- Register of vital statistics (since 1885)
- State Register (a publication)
- Subdivision records, including planned residential and planned commercial district records
- Supervisor's monthly and annual reports
- Town deeds (since 1926)
- Town highway and development maps
- Town insurance policies
- Water District No. 1: contracts, extensions documents, and general information
- Written correspondence pertaining to the Town

TOWN CLERK
Russell Avenue
Ravena, N.Y. 12143
(518) 756-6572
Winthrop M. Irwin, Town Clerk
John T. Biscone, Supervisor
9:00-5:00 Monday-Friday

Records:

- Bingo licenses
- Dog licenses
- Fishing licenses
- Games of chance records
- Sewer rent collecting records
- Supervisor's records- all official Town business
- Tax collecting records
- Town Board meeting minutes

CITY CLERK
City Hall
Cohoes, N.Y. 12047
(518) 237-7811
Irene Comtois, City Clerk
9:00-4:00 Monday-Friday

All documents are available for public inspection with the exception of marriage records, which are confidential. If an authorized party requests a particular marriage record, a certified copy will be made for $2.00. For other documents duplication is available for 10¢ per page.

Records:

- Agreements which are official documents, pertaining to understandings between the City and the State, the Youth Bureau, the Humane Society, and various unions.
- Charter of the City of Cohoes
- City budgets
- Contracts awarded through bidding, from 1973 (earlier contracts are in storage)
- Deeds
- Leases
- Marriage records 1908+
- Minutes of Common Council, Board of Estimate and Apportionment, and Board of Contract and Supply meetings
- Miscellaneous documents dating back to the late nineteenth century
- Oaths of office
- Ordinances and local laws 1924+

VITAL STATISTICS
City Hall
Cohoes, N.Y. 12047
(518) 237-7811
Ethel Kennedy or Frances Quinn, Deputy
9:00-4:00 Monday-Friday

These are confidential records, not open to public inspection. The office will do searches upon authorized requests.

Records:
Birth, death, and marriage records, dating from 1882 and including some earlier scattered records

SUPERVISOR
Memorial Town Hall
Newtonville, N.Y. 12128
(518) 783-2728
Frederick G. Field Jr., Supervisor
8:30-4:30 Monday-Friday

Documents are available for inspection. A brochure entitled "Your Local Government" summarizes the Town of Colonie from 1895 to the present, with information pertaining to assessment, taxes, and facilities. It is available upon request.

Records:

- Accounts receivable 1974-1979
- Annual budget 1956-1980
- Annual reports from all departments
- Applications for State and Federal aid
- Bid information
- Cancelled bonds 1978-1979
- Certificates of deposit
- Developers' escrow agreements 1978-1979
- Listing of all committees and advisory boards
- Miscellaneous correspondence
- Monthly reports from all departments
- Proclamations 1969-1979

TOWN CLERK
Memorial Town Hall
Newtonville, N.Y. 12128
(518) 783-2700
Michael J. Hoblock, Town Clerk. Records Access Officer
8:30-4:30 Monday-Friday

Documents are available for inspection. Copies are available at 25¢ per page.

Records:

- Accident reports
- Audits
- Bingo licenses
- Bonds and notes
- Budgets
- Circus and carnival permits
- Conservation Advisory Council annual reports
- Dog licenses
- Drainage easements
- Election information
- Financial reports to New York State
- Fire district treasurer's report
- Fireworks permits
- Going out of business permits
- Handicapped parking permits
- Hawks and peddlers permits
- Highway deeds
- Housing and Community Development meeting minutes
- Hunting and fishing regulations
- Junk licenses
- Latham Water District contracts
- Legal claims against the Town
- Ordinances and local laws
- Planning Board meeting minutes
- Police Department annual reports
- Second-hand junk and auto parts permits
- Sewer contracts
- Supervisor's annual reports
- Supervisor's financial statement
- Town Board meeting minutes
- Town Park deeds and agreements
- Town property deeds
- Trailer park permits
- Trash collectors permits
- Vital records: births, deaths, marriages, and burials
- Volunteer firemen agreements
- Zoning Board of Appeals records

TOWN CLERK
Guilderland Town Hall
Route 20
Guilderland, N.Y. 12084
(518) 356-1980
Jane Springer, Town Clerk
9:00-4:00 Monday-Friday

A Town of Guilderland Subject Matter List is available for $4.04 (including first class postage) from the Town Clerk. The following is a list of Town offices where records are accessible to the public. Telephone calls to a specific department should be channeled through the number above.

1. Assessor's Office
2. Buildings Department
3. Conservation Advisory Council
4. Department of Water and Waste Water Management
5. Guilderland Industrial Development Agency
6. Highway Department
7. Police Department
8. Recreation Department
9. Senior Citizen Services
10. Supervisor's and Comptroller's Office
11. Tax Department
12. Town Attorney's Office
13. Town Clerk
14. Town Engineer
15. Youth Commission

TOWN SUPERVISOR
Star Route
Altamont, N.Y. 12009
(518) 872-0218
Mr. Michael Hammond
call after 3:30

The Supervisor keeps his office in his home and does his town work on a part-time basis. It is necessary to call him after 3:30 in order to reach him.

Records:

- Expense records
- Fiscal records
- Highway Department records
- Payroll records
- Personnel records
- Vouchers

TOWN CLERK
R.D. 1
Altamont, N.Y. 12009
(518) 872-0357
Mr. Bernard White
9:00-4:00 Monday-Friday

The Town Clerk keeps office hours in his home. It is necessary to call the given number in order to reach him, rather than the number listed in the telephone book for the Town Hall in Knox. Information is available for examination; however, there are no duplicating facilities on the premises.

Records:

- Annual reports
- Birth and death registers
- Building permits
- Dog licenses and records
- Election results
- Landfill permits
- Licenses for hunting, trapping, and fishing
- Marriage records
- Purchase records for the Highway Department
- Town Board minutes
- Zoning Board minutes

TOWN SUPERVISOR
950 Main Street
Preston Hollow, N.Y. 12147
(518) 239-4241
Mr. S. Wayne Teter
office hours will vary

The Town Supervisor keeps his office in his home and performs his duties on a part-time basis. If you are not able to reach him, many questions for this Town may be answered by the Town Clerk.

Records:
- Fiscal records
- Highway Department records
- Payroll records
- Personnel records

TOWN CLERK
R.D. 1, Box 61
Town Hall
Rensselaerville, N.Y. 12147
(518) 239-4225
Ms. Kathleen Hallenbeck
8:00-3:00 Monday-Friday

The Town Clerk maintains her own office hours from 10:00 to 2:00 on Wednesdays; however, there is someone available to answer the telephone at the number above during the weekday hours indicated. Information is available in all areas, with the exception of vital statistics, which must be requested from the Town Clerk during her office hours.

Records:

- Annual reports
- Birth and death registers
- Budget materials
- Building permits
- Dog license records
- Election results
- Garbage pick-up permits
- Landfill permits
- Licenses for hunting, trapping, and fishing
- Marriage records
- Purchase records for the Highway Department
- Town Board minutes

CITY CLERK / COMMISSIONER OF ACCOUNTS
City Hall
Watervliet, N.Y. 12189
(518) 270-3810
Paul Murphy, City Clerk
8:00-4:30 Monday-Friday

Holdings are generally open to the public, and duplicating is available.

Records:

- Auditing documents
- Bidding documents
- Chattel documents
- City ordinances
- City resolutions
- Compensation records
- Contract documents
- Credit Union records
- Deeds and easements
- Election records
- Employee personnel records
- Health insurance records
- Insurance documents
- Leave-time records
- Legislative minutes
- Licenses: bingo, barber, vendor, EnCon, dog, explosives, and marriage
- Local laws
- Oaths of office
- Pay records
- Retirement records
- Various data processing records
- Various police blotter records
- Vital statistics

MUNICIPAL CIVIL SERVICE COMMISSION
City Hall
Watervliet, N.Y. 12189
(518) 270-3810
Paul Murphy, City Clerk
8:00-4:30 Monday-Friday

Some records of decisions made by the Watervliet Civil Service Commission are not available to the public. Duplicating of open records can be arranged.

Records available to the public:

- Annual reports
- Eligible lists
- Local examination schedule
- Management reports
- Minute book of civil service meetings
- Rules of the Watervliet Civil Service Commission

Records not available to the public:

- Civil service employment record cards
- Classification specification of the Watervliet Civil Service Commission
- Correspondence: with N.Y.S. Civil Service Commission, letters of appointment, and other correspondence
- Decentralized Examination Program records
- Examinations held with applications and appointments made
- MSD circular letters
- New position job statements
- Pending applications

CORPORATION COUNSEL
City Hall
Watervliet, N.Y. 12189
(518) 270-3810
Paul Murphy, City Clerk
8:00-4:30 Monday-Friday

Records:

Adoption and review of ordinances and resolutions
Civil actions brought by and against the City
Code of Ordinance for the City of Watervliet
Disciplinary proceedings
In rem proceedings
Negotiations with PBA, UFFA, and CSEA
Recoveries on claims brought by the City

CITY OF WATERVLIET

GENERAL MANAGER
City Hall
Watervliet, N.Y. 12189
(518) 270-3810
Paul Murphy, City Clerk
8:00-4:30 Monday-Friday

The General Manager's Office maintains a detailed index of the General Manager's files. It is not included here because of its length, but is available for public inspection..

TOWN OF WESTERLO

TOWN CLERK
Box 148
Town Hall
Westerlo, N.Y. 12193
(518) 797-3111
Margaret Davis, Town Clerk
9:00-5:00 Monday-Friday

Westerlo has no listing of records available at this time. The records listed below are available at Town Hall.

Records:
- Assessor's rolls
- Election records
- Minutes of town meetings

GLOSSARY

ABSTRACT - a summary, that which gives the essence or principal parts of a larger thing or of several things.

ASSESSMENT - determination of the base to be used in establishing the amount of money to be paid in taxes to the local governmental unit.

ASSESSMENT ROLL - a list of separately assessed parcels of real property containing for each its assessed valuation, tax exemptions, names of abutting streets, owner's names, and area.

ASSUMED BUSINESS NAME - document which must be filed (where required by law) with the county clerk when a business is being conducted under a name other than the real name of the owner. The assumed name and the true name of the owner must be filed with the county clerk.

BID- offer to enter into a contract.

BOND - an obligation in writing which binds one of the parties involved to pay a specific sum of money upon the happening of an event to the other party.

CHATTEL MORTGAGE - mortgage on an article of personal property.

CLAIM - assertion of a demand or the challenge of something as a matter or right. When used in a statute concerning claims against the state and providing for their enforcement by suit, the term is comparable to "cause of action."

COURT AND TRUST FUND REGISTER - record of money and securities paid, transferred, or deposited, or ordered to be so paid, transferred, or deposited into the court.

EASEMENT - a liberty, privilege, or advantage without profit which the owner of one parcel of land may have in the lands of another.

ESTATE TAX - tax on the privilege of transmitting property of a decendent upon his death; the amount is measured by the value of the property transmitted.

EXECUTION - applies to the process used to carry into effect the final judgment of the court and to the writ which authorizes the officer to carry into effect the judgment.

EXEMPTIONS - apply to the aged and military veterans in regard to the amount of property tax they have to pay.

IN REM - a term used to designate proceedings or actions instituted against the thing, as opposed to personal actions (i.e., in personam).

INDICTMENT - a formal, official charge, in writing, found and presented by a grand jury.

LOCAL LAWS - sometimes known as special laws: A law which is special to place, persons, or things. It operates on a special class other than the general public.

MINOR ORDINANCES - regulations concerning trash, weeds, etc.

ORDINANCE - local law or regulation made by an authorized governmental unit; it differs from the general laws of the state or country.

PERFORMANCE BOND - a bond executed by a successful bidder which guarantees that bidder will perform the entire contract after he executes it.

PETITION - complaint brought by one party against another.

POLICE BLOTTER - the desk record book in which all daily events are recorded.

PROBATE - the act or process of proving a will.

RESOLUTION - declaration of the will of a group, an expression of opinion.

SEALER OF WEIGHTS AND MEASURES - individual charge with testing all weighing and measuring devices used commercially in New York State at least twice a year.

SPECIAL USE - administrative label put on a procedure where ultimately a property owner is given permission to put his property to a use allowed under conditions specified in the zoning regulations. It may be granted only where it is authorized by the zoning ordinance and upon proof that the standards imposed by the ordinance have been met.

SURETY - one who guarantees payment of another's obligation.

SURROGATE - the name given, in some states, to the judge or judicial officer who handles the administration of probate matters, guardianship, etc.

TAX LIEN - claim against a taxpayer's property for payment of delinquent taxes.

TAX ROLLS - assessed values of properties.

TOPOGRAPHY - detailed description of the physical features of a region.

TRANSFER TAX - a tax on the transfer of or succession to property.

UNIFORM COMMERCIAL CODE - the codification into one document of many of the laws governing various commercial transactions. It has been adopted by individual states at different times during the past couple of decades.

VARIANCES - of two types; a use variance allows a property owner land use other than that allowed by zoning regulations; an area variance permits the property owner to deviate from prescribed structural or lot area restrictions.

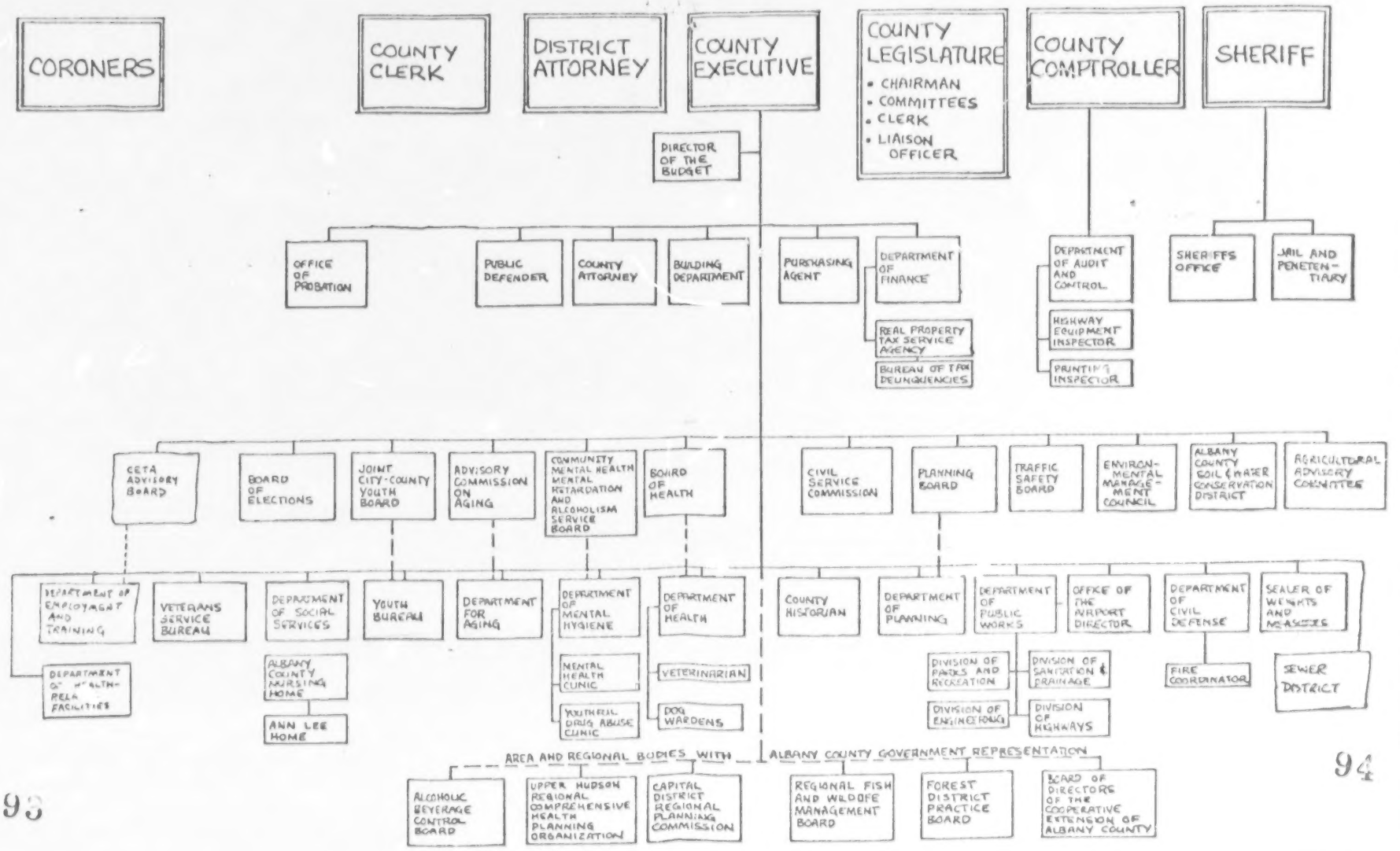
VENDOR - the person who transfers property by sale.

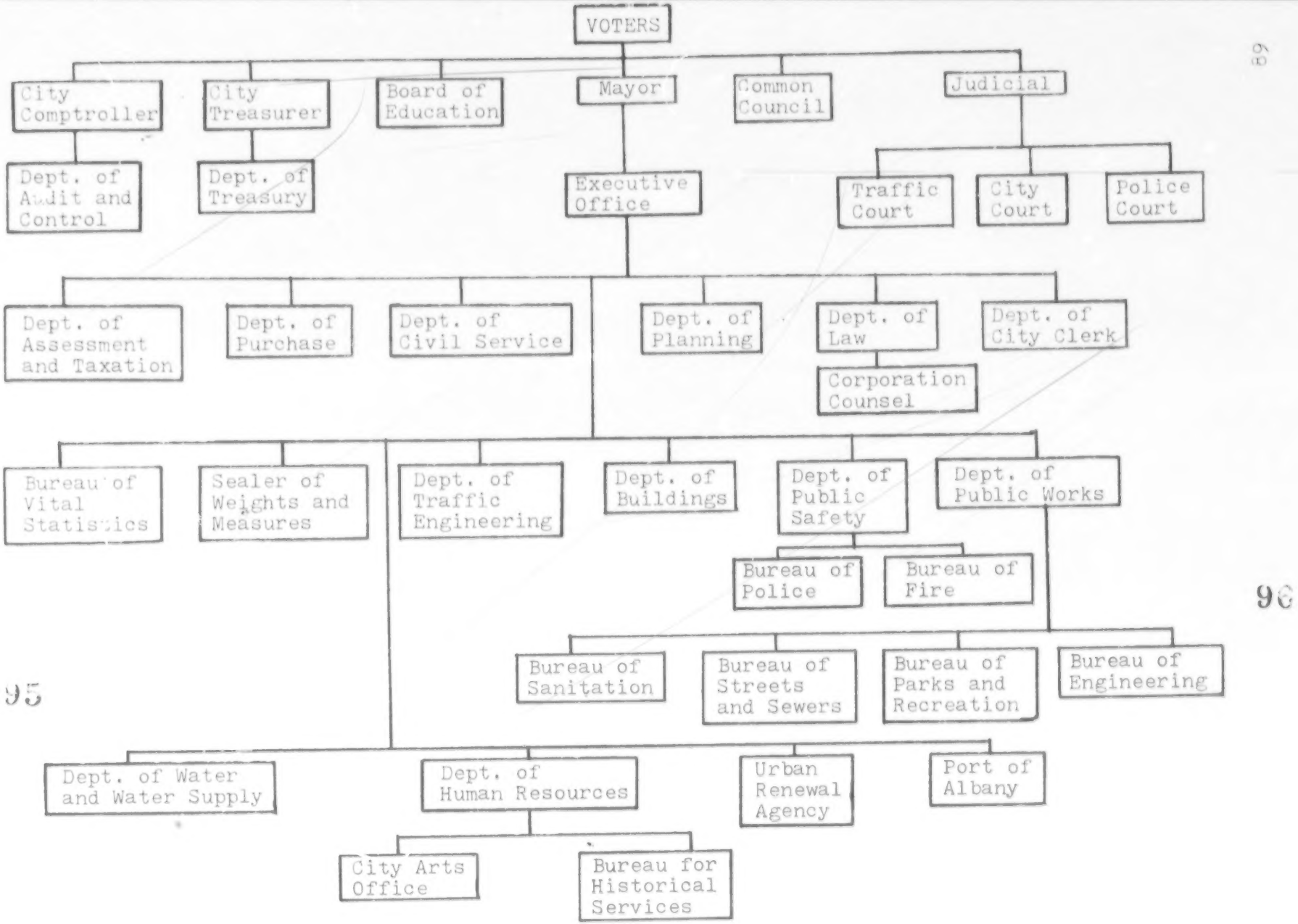
VOUCHER - where used in connection with disbursement of money, a written or printed instrument in the nature of a bill of particulars, account, receipt, or acquittance, that shows on its face the fact, authority, and purpose of disbursement.

WARRANT - a writ or order issued by an authorized officer, directed to a constable, or other proper person, requiring him to arrest the person mentioned in the warrant who is charged with committing some offense, and to bring him before the officer issuing the warrant or some other proper officer.

WARRANT OF ATTACHMENT - summary provisional remedy involving taking from a debtor the custody of his property.

ORGANIZATION OF THE
ALBANY COUNTY CHARTER GOVERNMENT





GOVERNMENT OF THE CITY OF ALBANY

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